



**College Council
Meeting Minutes
October 10, 2016**

Members	Representing	Present	Absent
Jill Stearns	MJC President, Chair	√	
Al Alt	Vice President, College Administrative Services/ Facilities Council		√
Brenda Thames	Vice President, Instruction	√	
Chad Redwing	Academic Senate	√	
Curtis Martin	Academic Senate President	√	
Debbi Partridge	CSEA President	√	
Elizabeth David	Academic Senate	√	
Flerida Arias	Dean of Equity and Student Learning		√
Flora Carter	College Committee for Diversity and Community		√
Francisco Banuelos	Student Services Council	√	
James Todd	Vice President, Student Services	√	
Jennifer Hamilton	Resource Allocation Council	√	
Jim Sahlman	YFA President		√
Jonathan Andrews	ASMJC	√	
Julie Hughes	CSEA	√	
June Hunt	CSAC		√
LaKiesha McDonald	CSEA	√	
Lisa Husman	LTAC	√	
Mike Smedshammer	Distance Ed Committee	√	
Nancy Backlund	College Technology Committee	√	
Patrick Bettencourt	Dean	√	
Ross McKenzie	YFA	√	
Shelley Circle	Academic Senate		√
Wyant "Bear" Unruh	ASMJC		√
Vacant	Accreditation Council		√
Vacant	ASMJC		√
Vacant	Instruction Council		√
Vacant	Professional Development Coordinating Committee		√
See Al Alt above	Facilities Council	-	
Amy Bethel	Recorder	√	

Guests	
Eva Munguia	Director, Access, Retention & Student Success

I. CALL TO ORDER

J. Stearns called the meeting to order.

II. ACTION ITEMS

A. Approval of minutes

R. McKenzie suggested a change phrasing under the Facilities Update from “several high student use common areas” be changed to read “high use areas.”

Action Item - Motion:

Who: R. McKenzie moved, P. Bettencourt seconded

What: Motion to accept the minutes of 9/26/2016 with the above suggested change

- **Result unanimous approval**
- **Motion carried**

III. INFORMATION & DISCUSSION ITEMS

A. YCCD Board Policies

The policies up for review have significant potential institutional impact. They were discussed and may be agendized if appropriate.

DRAFT 3-8001: Public Communications

R. McKenzie asked for clarification of when to notify the president if contacted for information. President Stearns indicated that it is not necessary for general requests, but most usually for instances when the media is involved.

DRAFT 3200: Accreditation

There had been no administrative procedure; one is now being added.

DRAFT 3440: Service Animals

Standardizing the definition of service animals in both policy and procedure was discussed. F. Banuelos noted that the ADA law now defines service animals as dogs only; former law and current YCCD policy allows for miniature horses. President Stearns will confer with the Policy and Procedures committee to see if the reference to miniature horses is required and/or desired. Appreciation was expressed for better clarification of the procedures. It was added, however, that the procedure does not address how to deal with a student who needs a service animal and another student in the same classroom who may be afraid of the animal or allergic.

DRAFT 3516: Registered Sex Offenders

New. No discussion.

DRAFT 3518: Child Abuse Reporting

A contradiction regarding volunteers as mandatory reporters was noted. Defining who the mandated reporters are and providing opportunity for training was discussed. President Stearns will request clarification from the District.

DRAFT 3520: Local Law Enforcement

No discussion.

DRAFT 3550: Drug-Free Workplace

A list of health risks needs to be included in the policy as indicated. Verbiage in the policy indicating that the campus would be free from all drugs without specifying illegal or illicit drugs was discussed.

DRAFT 3600: Auxiliary Organizations

The MJC Foundation has had an opportunity to weigh in. Clean up for consistency occurred.

DRAFT 3710: Securing of Copyright

No discussion.

DRAFT 3715: Intellectual Property

What had been called policy was actually procedure. Policy was created and procedure is now listed as such.

DRAFT 3750: Use of Copyrighted Material

No discussion.

DRAFT 3810: Claims Against the District

Chancellor's Office addresses were updated.

B. Enrollment Update

J. Stearns shared a District Enrollment Reported dated 10/10/16. Enrollment numbers have improved and sections have increased due to additional late start classes. No additional late start classes will be added this fall. Copies of the District Enrollment Report can be now also be found on both the College Council and Research & Planning websites. President Stearns reminded the Council that these are not census figures, but are actual totals as of today. Census numbers are not known until after the auditor reviews and publishes them.

2016-17 target FTES is 14,657

Current FTES: 6154.32

Total Sections: 1597

C. Student Success and Equity Update

J. Todd reported that the Student Success and Equity Committee reviewed priorities from the faculty retreat held this summer and workgroups were established.

D. Accreditation Update

B. Thames reported that narratives are being completed to match templates created by the sub teams. Writing is occurring in the areas needed for our bachelor's degree and the ICR. The MJC Substantive Change Proposal: Respiratory Care 2015 has received approval from the Chancellor's Office. In response to a requirement for additional upper division units added after submission of the proposal, curriculum has now been approved and a second report can now be submitted to include the additional units. Approval should be received in time to launch the program in the fall.

Citing her recent experience as a member of a visiting team, she added that integrated planning runs through each of the four accreditation standards and emphasized that program review is a major part of the integrated planning process. Integrated planning cannot occur without program review. Divisions opting out of program review are by default opting out of the integrated planning process. She cautioned that we need to not only pay attention to what we do,

but how we create artifacts documenting what we do. The visiting team will be looking for evidence of integrated planning throughout all four standards. We must be able to demonstrate that we have completed program reviews, assessments and participated fully in integrated planning.

C. Martin added that as of today, 88% of instructional program reviews have been completed. J. Todd added that one of the SSEC workgroups will be creating a crosswalk with BSI, SSSP and Equity Plans.

E. Resource Allocation Council Update

J. Stearns reported that the first round of allocating \$1.4 million in IELM funding will occur at the next meeting. Funding will only be considered for those with completed program reviews. The newly developed District Enrollment Report was shared and discussed.

F. Student Services Council Update

J. Todd reported that the council charge and membership were reviewed. Community partnerships were discussed and a workgroup was established to find ways to identify and assist undocumented students. The workgroup will work to establish partnerships with faith based, community service, and county agencies.

G. Instruction Council Update

B. Thames reported that faculty hiring presentations will be held for replacement positions (new this year) and each division will be make presentations for one growth position. The deadline for submitting the growth positions is 10/27. The process for determining positions and submitting the request was discussed.

Suggestions for the Educational Master Plan are due via survey by 5 p.m. today. The Strategic Plan is nearing completion. The Researchers have been a great help in completing a comprehensive environmental scan, the results of which will be shared with College Council. A SWOT analysis will occur and the framework of the document will be created.

H. Program Review Workgroup Update

J. Todd reported that the workgroup looked at the current cycle of program review. Last year, there was a push to get all program reviews up to date. The new proposed cycle will call for all programs to be completed every two years at the same time. Outcomes Assessment, Academic Senate and the other councils will need to review and approve the new cycle. C. Martin revised the process graphics and drafts were shared.

Timelines and the eLumin program review process were discussed. A few disciplines will pilot the process during the spring semester; a roll out to the entire campus will occur near the end of the semester for program review completions by the fall semester. Integration of assessments and resource allocation processes was also discussed.

[Program Review Workgroup Notes, 10-7-16](#)

I. Strategic Plan Update

An updated draft of the Strategic Plan was shared. The document has been reviewed for edits and is nearly complete. The document relies heavily on

comments and photos from campus leaders and contains smaller narratives related to our mission, vision, values and strategic direction. This style is being used by others and is better received than a large document full of text. The document will be shared within the campus to help define our strategic direction and within the community to describe and provide information about MJC. It is expected that soon a final draft will be available.

VI. ADJOURNMENT

President Stearns adjourned the meeting with a reminder of the Chancellor's candidate forums in PMAC on Wednesday.

Next Meeting: October 24, 2016, Library Basement, Room 55, 3 – 5 p.m.